

# COMMAND SUPPLY DISCIPLINE PROGRAM

Table B-3

Proponent For Inspection: DOL

Point of Contact: \_\_\_\_\_

Unit Inspected: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Unit Representative: \_\_\_\_\_

Unit Phone No.: \_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Inspector's Phone No.: \_\_\_\_\_

Unit Overall Rating: T P U

REFERENCES: a. AR 710-2, DTD 8 Jul 2005 b. DA Pam 710-2-1, DTD 31 Dec 97 c. AR 735-5, DTD 28 Feb 2005  
d. Command Policy 69-05, 4 Jan 05

STANDARDS: "T"= 90% success rate of evaluated tasks with no failed critical tasks. "P"= 70% success rate of evaluated tasks with no failed critical tasks. "U"= less than 70% success rate of evaluated tasks or one failed critical task.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	REMARK
<b>PARENT ORGANIZATIONAL LEVEL</b>				
<b>A. GENERAL</b>				
1. Does the unit have a program established to request clarification of regulatory guidance? (AR 710-2, (1-7), AR 735-5, (1-7))	CG/ CMDT			
2. Does the unit have a program established to request for deviation authority from higher headquarters? Are they submitting the request to HQDA, DCS, G-4? (AR 710-2, (1-7), AR 735-5, (8-2))	CG/ CMDT			
3. Does the unit identify and report supply constraints? (AR 710-2, (1-9))	CG/ CMDT			
4. <b>CRITICAL</b> Has the commander appointed in writing a Command Supply Discipline Program (CSDP) monitor? (AR 710-2, appendix B, and AR 735-5, Chapter 11)	CG/ CMDT			
5. Does the command use the requirements listing of appendix B, AR 710-2, to establish minimum standards for evaluation?	CG/ CMDT			
6. Do evaluators record findings on each applicable requirement? (AR 710-2, appendix B)	CG/ CMDT			
7. Is the frequency of evaluations IAW table B-7? (AR 710-2, appendix B)	CG/ CMDT			
8. <b>CRITICAL</b> Are there any recurring deficiencies from the last evaluation that have not been corrected? (AR 710-2, appendix B)	CG/ CMDT			
9. Do evaluators provide the unit being evaluated with a copy of the evaluation results? (AR 710-2, appendix B)	CG/ CMDT			
10. Are copies of previous inspections/evaluations on file for two years? (AR 710-2, appendix B)	CG/ CMDT			
11. Does the commander/supervisor report to the immediate higher headquarters any applicable requirement(s) within the listing that cannot be complied with? (AR 710-2, appendix B, Para B-5-d)	CG/ CMDT			
12. Has the unit verified all DODAAC's for administrative information? Is the information correct? (AR 710-2, 1-24a)	CG/ CMDT			
<b>B. PROPERTY BOOK RESPONSIBILITIES</b>				
1. <b>CRITICAL</b> Are the property book organized so that organizational and installation properties are kept separate? Has a separate property book been established to account for semi-trailers? (AR 710-2, Para 2-5i, k, & l)	CG/ CMDT			
2. Does the commander for whom the property book is maintained appoint the PBO in writing? Does the appointing memorandum identify the property book UIC? (AR 710-2, (2-5g))	CG/ CMDT			

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3. When an interim or replacement accountable officer is needed are the provision in AR 735-5, (2-10d) applied?	CG/ CMDT			
<b>C. REQUESTING AND RECEIVING SUPPLIES</b>				
1. Is all authorized property on hand or on order? Is the REQVAL being used prior to submitting MTOE/TDA equipment request? (AR 710-2, (2-6a))	CG/ CMDT			
2. Has the commander or designated representative reviewed all request with UND "A" or "B" to verify proper use prior to submission of request to the local Forward Distribution Point (FDP replaces the SSA)? (AR 710-2, (2-6l))	CG/ CMDT			
3. Are all requests for property withdrawn from the DRMO processed through the PBO? Has this request been routed to the appropriate servicing FDP? (AR 710-2, 2-6 L (1))	CG/ CMDT			
<b>D. DISPOSITION OF PROPERTY</b>				
1. Has the commander having command jurisdiction over both the losing and gaining organization approved the transfer of property? Has the PBO updated applicable hand receipts and asset reports (CBS-X, DODSASP, and so forth)? (AR 710-2, (2-13a))	CG/ CMDT			
2. Has turn-in action been initiated within 10 days for property determined to be excess? Are serial numbers entered on the document for items requiring serial number accounting? For CCI items being turned-in, has "CCI" been entered in the remarks section of the turn-in document? (AR 710-2, (2-13b))	CG/ CMDT			
3. Has a program been established to monitor the ammunition amnesty program? Is this program monitored to ensure that this program is not being used to circumvent normal accountability requirements? (AR 710-2, (2-47))	CG/ CMDT			
4. Has the first LTC or equivalent commander in the chain of command, or MAJ appointed on orders to a LTC level command position signing the DA Form 5811-R, indicating action taken to account for the shortages of ammunition and residue? (AR 710-2, (2-40d))	CG/ CMDT			
<b>E. CIF AND OCIE</b>				
1. Has the commander provided the CIF with OCIE requirements and authorized personnel strength of the unit supported by the CIF on an annual basis? (AR 710-2, (2-14d))	CG/ CMDT			
<b>F. MANAGEMENT OF PLL</b>				
1. Are request for nondemand supported stockage of organizational maintenance repair parts approved by the first general officer staff level in the chain of command? (AR 710-2, (2-21a(2)))	CG/ CMDT			
2. Have request to exceed the 150 lines on a units PLL been forward to the next higher level of command? Is this request monitored? Is the unit notified when final action has been taken? (AR 710-2, (2-21d))	CG/ CMDT			
3. Are PLL's centrally located in a convenient to unit maintenance operations? (AR 710-2, (2-21f))	CG/ CMDT			
<b>G. LOST, DAMAGED, OR DESTROYED PROPERTY</b>				
1. Is the commander reviewing the quarterly Memorandum for Record from the subordinate organizations for the loss of non-liability adjustment of hand tools? Has any abuse been detected? (AR 735-5, (14-25c))	CG/ CMDT			
2. Does the commander review subordinate commanders' statements regarding whether the cause of damaged property was not through negligence? (AR 735-5, (14-25 a (1))) Are copies of approved statements on file? FLW CMD Policy 69-05, 3c (b)	CG/ CMDT			
3. Has the commander determined if a survey officer or an AR 15-6 investigation is needed after reviewing the information provided in Block 11, DA Form 4697? (AR 735-5, (13-23 & 13-24))	CG/ CMDT			
4. Has the approving authority ensured that the Report of Survey register is being maintained? Has a filing system been established? (AR 735-5, (13-19 a (6) & (fig 13-10))	CG/ CMDT			

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5. Has the approving authority ensured that all submitted R/S are accurate and complete? (AR 735-5, (13-37))	CG/ CMDT			
6. Have Report of Survey's been initiated in the prescribed time frame? Have blocks 1-12 of DA Form 4697 been completed? Has a document number been assigned? (AR 735-5, (13-7))	CG/ CMDT			
7. Has the approving authority determined whether the evidence submitted with the R/S is sufficient to reject or approve the R/S? (AR 735-5, (13-37))	CG/ CMDT			
8. Based on the evidence submitted with the R/S, has the approving authority made a decision as to the outcome of the R/S? (AR 735-5, (13-36))	CG/ CMDT			
9. Are the procedures outlined in AR 710-2, (2-37j) being used to approve adjustments for bulk fuel accountable records?	CG/ CMDT			
10. Have individuals been held financially liable for all associated cost related to the loss of keys when the loss is through negligence or willful misconduct? (AR 735-5, ((14-27))	CG/ CMDT			
<b>H. INVENTORIES</b>				
1. <b>CRITICAL Weapons and ammunitions:</b> Is a physical count/serial number inventory of all weapons and ammunition completed monthly? Are these inventories conducted as prescribed by DA Pam 710-2, Para 9-10 (b)?	CG/ CMDT			
2. <b>CRITICAL Sensitive Item Inventory:</b> Are all sensitive items kept by the using unit inventoried monthly and the results recorded on a memorandum prepared for the responsible officer's or PBO signature as appropriate? (DA Pam 710-2, Para 9-9, (a))	CG/ CMDT			
<b>I. MRE ACCOUNTABILITY</b>				
1. Does the unit have on-hand the most current publication?	CG/ CMDT			
2. Is the unit maintaining DA Form 5914 on file for a two-year period	CG/ CMDT			
3. <b>CRITICAL</b> Are transactions from the Troop Issue Subsistence Activity (TISA) posted to column c of DA Form 5914? (DA Pam 30-22, fig 4-9)	CG/ CMDT			
4. <b>CRITICAL</b> Are balances carried forward from the previous months DA Form 5914? (DA Pam 30-22, fig 4-9)	CG/ CMDT			
5. <b>CRITICAL</b> Are cumulative balances accurately calculated in column f of the DA Form 5914? (DA Pam 30-22, fig 4-9)	CG/ CMDT			
6. Is all required administrative data being properly posted to the DA Form 5914? (DA Pam 30-22, fig 4-9)	CG/ CMDT			
<b>J. PROPERTY ACCOUNTABILITY</b>				
1. Has the Commander established management controls on durable property using DA 2062, Excel spreadsheet, or an ULLS S-4 listing? (FLW CMD Policy 69-05, 3a (2))	CG/ CMDT			
2. Has the Commander conducted an annual management review of all on-hand durable items, documented on a memorandum recording deficiencies and corrective action? One copy will be maintained at unit/activity level and one at next higher level. (FLW CMD Policy 69-05, 3a (3))	CG/ CMDT			

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REMARKS AND FINAL COMMENTS:				